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By: S G

8 February 1955

MEMORANDUM

SUBJECT: Briefing Program for Admiral Richard L. Conolly,
U. S. N., Retd.

1. Admiral Richard L. Conolly, a member of the Hoover-Clark Group, will be briefed on the activities of the Clandestine Services on Thursday, February 10, 1955, in the Director's Conference Room. Operations will be emphasized rather than organizational aspects.

PROGRAM

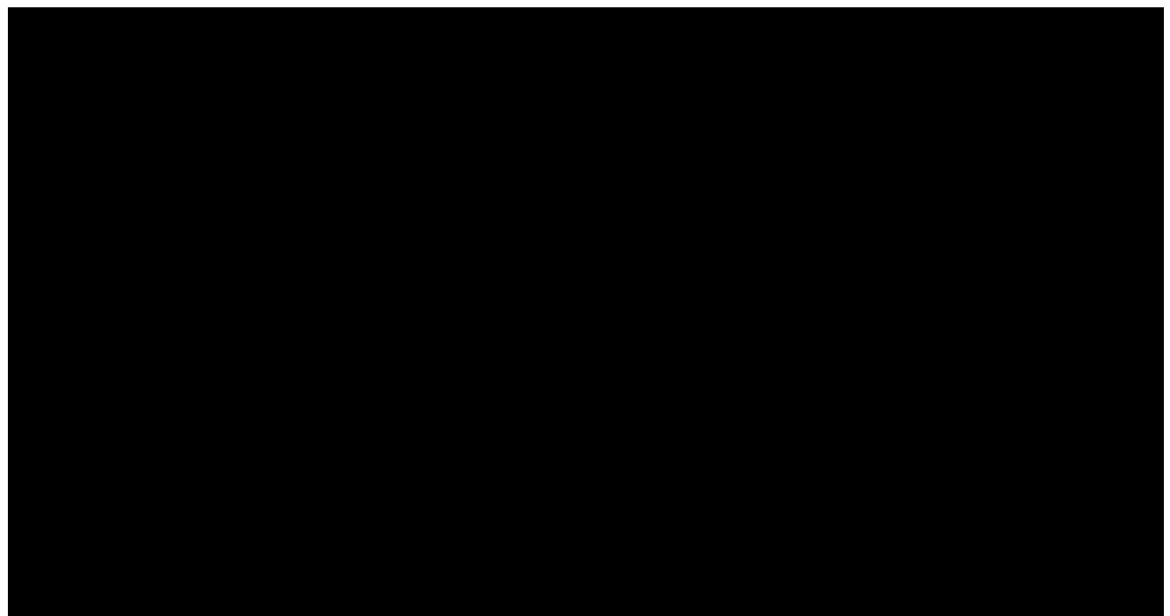
(Monitor - Mr. Frank Wisner)

2. Morning Period - 0945 to 1300 hours

30 minutes included for questions and the changing of speakers and their props.

- a. Escort Admiral Conolly from the GAO Building to the Deputy Director's Office

0945 hours 25X1A9a
25X1A



3. Luncheon with the Director - 1300 to 1430 hours
(Guest list provided separately)

78-4718

13-457016

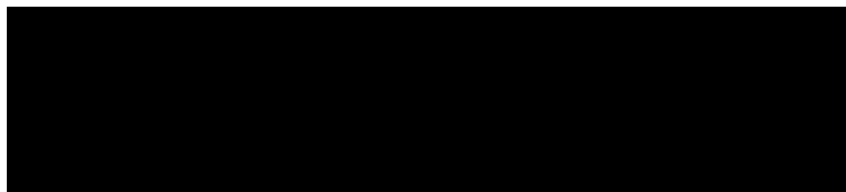
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4. Afternoon Period - 1430 to 1730 hours

30 minutes included for questions and the changing of speakers and their props.

a. Soviet Russia Division - 1430 hours

25X1A9a



05 min.

35 min.

10 min.

b. International Organizations Division - 1520 hours

25X1A9a

Operations



50 min.

c. Foreign Intelligence Staff - 1600 hours

25X1A9a

Intelligence Production



50 min.

5. Administrative Details:

a. Chief, PPC, will handle administrative details and provide an organizational chart of the Clandestine Services.

b. Speakers are encouraged to use visual aids. Such aids must be set up and tested in the Conference Room prior to 0945 hours for the morning period and prior to 1415 hours for the afternoon period.

c. Special security clearance is required for attendance during the last-scheduled period (4-c).

d. Branch Chiefs and other knowledgeable individuals may attend at the discretion of their Chief, for the purpose of answering specific questions.

e. Briefing officers should be in the waiting room fifteen minutes before their scheduled time. If changes in this schedule become necessary, briefing officers will be informed by telephone.



A9a